

Proofs of Claim (for Attorneys/Trustees)

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor database. If the creditor cannot be located on the case, they should first be added (by the court staff) and then the claim to the new creditor record.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

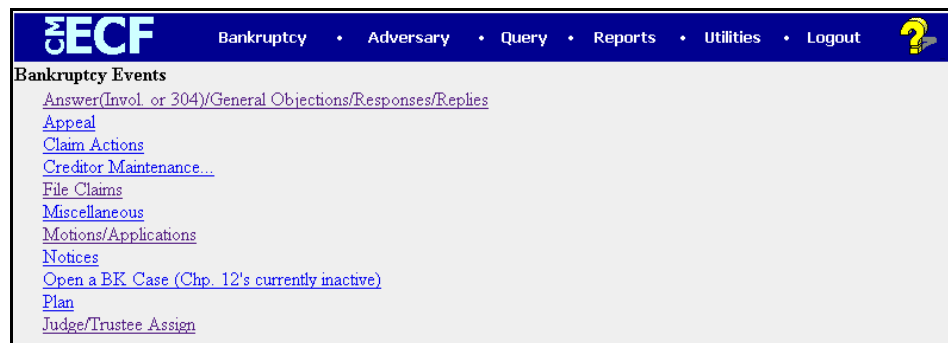


Figure 2

- Click on the File Claims hyperlink.

STEP 3 The **CREDITOR SEARCH** screen will display. (See Figure 3.)

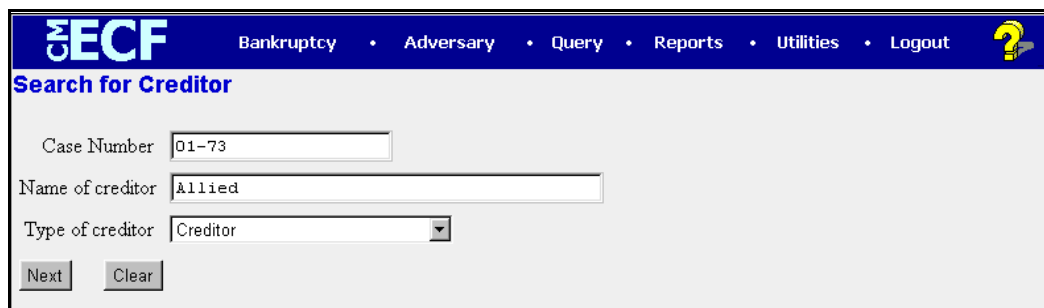


Figure 3

- Click in the **Case Number** box and enter the correct case number in **YY-NNNNN** format.
- Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

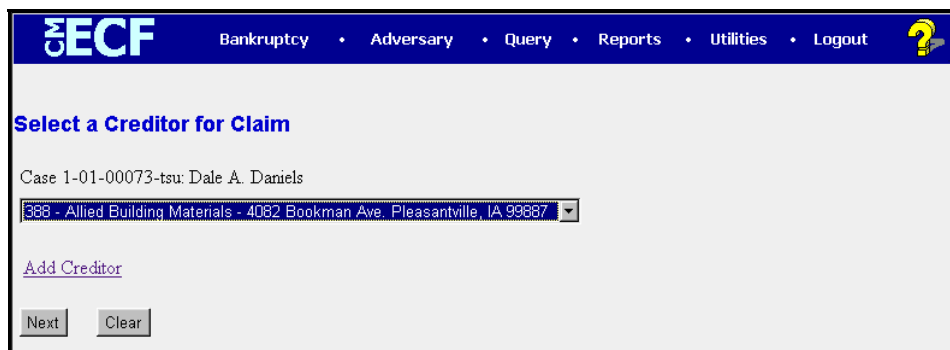
Search Hints for Creditor Database:

1. Searching is case sensitive. (Smith, not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

NOTE: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

- Click **[Next]** to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. (See Figure 4a.)



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Select a Creditor for Claim

Case 1-01-00073-tsu: Dale A. Daniels

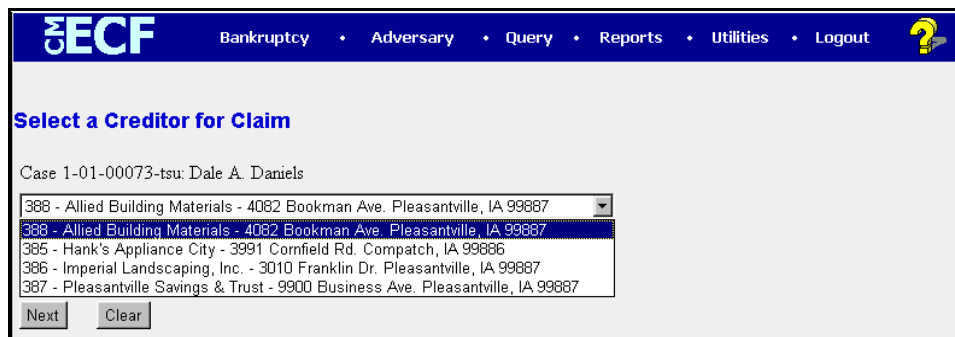
388 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887

[Add Creditor](#)

Next Clear

Figure 4a

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors. (See Figure 4b.)



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Select a Creditor for Claim

Case 1-01-00073-tsu: Dale A. Daniels

388 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887

388 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887

385 - Hank's Appliance City - 3991 Cornfield Rd. Compatch, IA 99886

386 - Imperial Landscaping, Inc. - 3010 Franklin Dr. Pleasantville, IA 99887

387 - Pleasantville Savings & Trust - 9900 Business Ave. Pleasantville, IA 99887

Next Clear

Figure 4b

- Select the desired creditor by clicking on it with your mouse if using the drop-down select window.
- Click **[Next]** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. (See Figure 5.)

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Proof Of Claim Information For

388 - Allied Building Materials
4082 Bookman Ave.
Pleasantville, IA 99887

Case Number: 1-01-00073-tsu	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Attorney
Last Date To File: 01/28/2002	Last Date To File (Govt):	Date Filed: 12/28/2001	Late: No	Attorney Creditor Debtor Trustee

Amount Claimed

Unsecured 1902.50	Secured	Priority	Unknown	Total (Display Only) 1902.5
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Amount Allowed

Total (Display Only)

Description: Cement Mixer

Remarks:

Next Clear

Figure 5

- Enter the data in the appropriate fields for the claim. Do not enter the “\$” or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- There is an **Amount Claimed** and **Amount Allowed** section to record. Do not enter **Amount Allowed** at this time. Both of these amounts will appear on the Claims Register.
- The **Filed By** field offers the options of **Attorney**, **Creditor**, **Debtor**, or **Trustee**. (In this example, an attorney is filing the proof of claim, so we chose **Attorney**.)
- The optional **Status** field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court. Certain events in the court dictionary (such as Withdrawal of Claim) can automatically update this field. Also refer to the clerks’ comments in the **Remarks** field for additional information regarding the status of the claim.

- The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are 60 characters long, including spaces.
- The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.
- When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays. (See Figure 6a.)

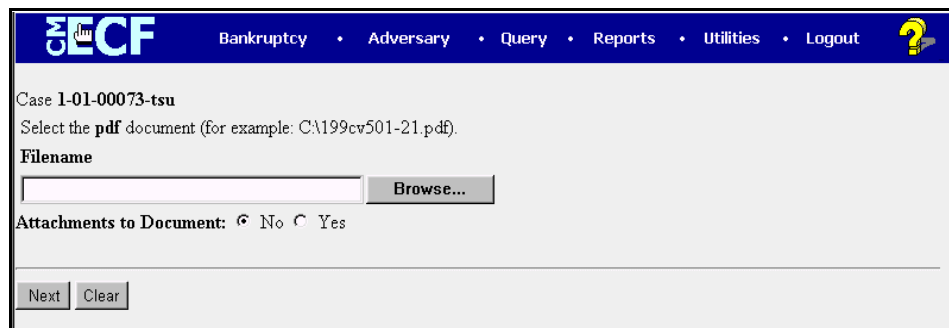
The screenshot shows a web interface for the ECF (Electronic Case Filing) system. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Case 1-01-00073-tsu". The main content area has a heading "Select the pdf document (for example: C:\199cv501-21.pdf)". Under this heading is a "Filename" label followed by a text input field and a "Browse..." button. Below the input field is a label "Attachments to Document:" followed by two radio buttons, "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 6a

- A PDF image of the claim is required.
- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the file name with your mouse and select **Open**. (See Figure 6b.)

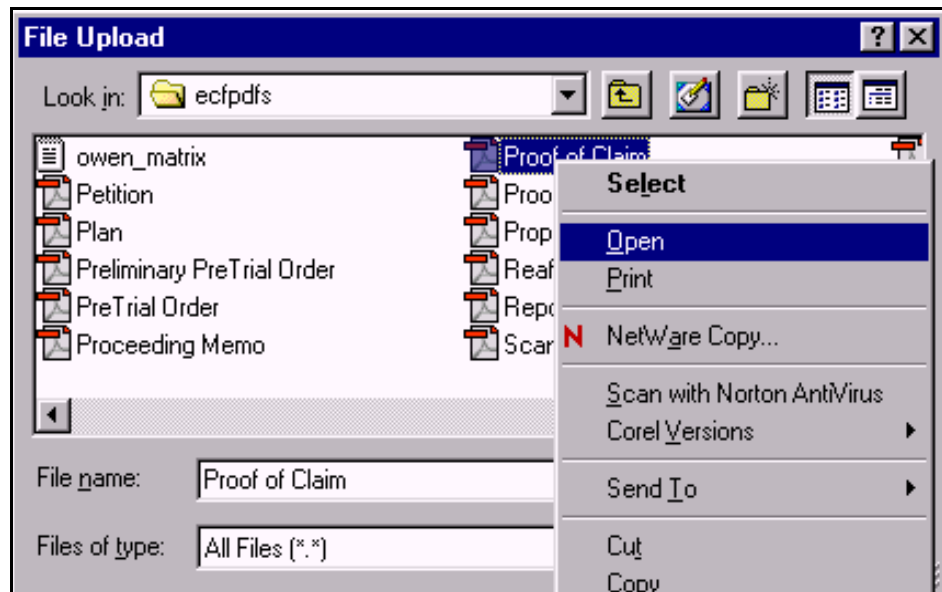


Figure 6b

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 6c.)

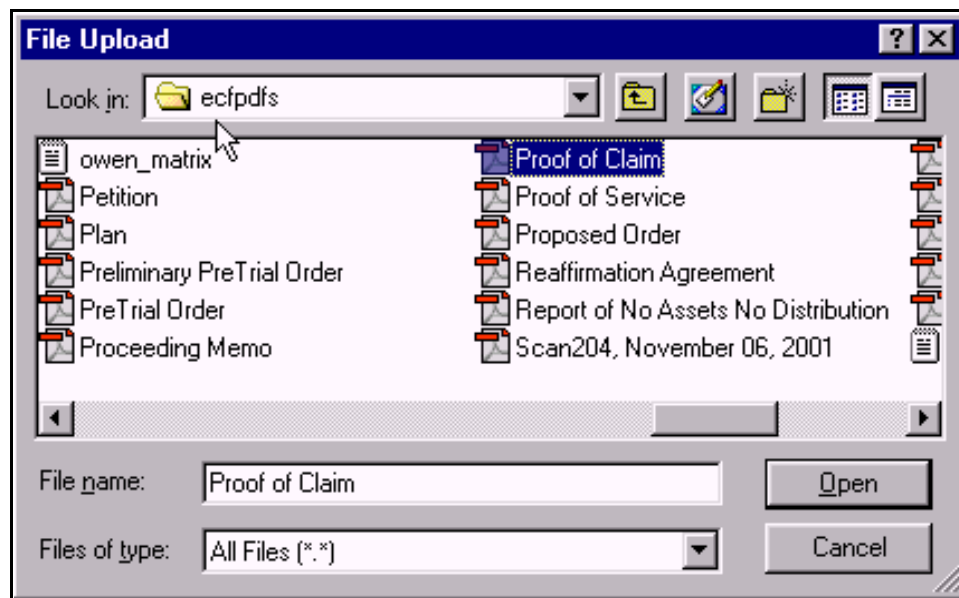
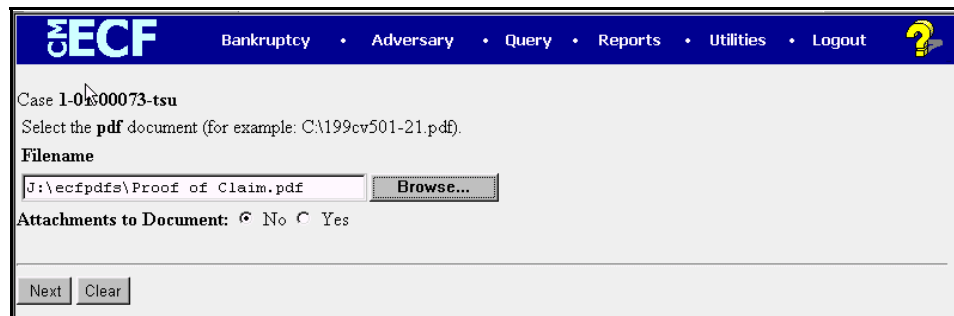


Figure 6c

- The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (See Figure 6d.)



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Case 1-01-00073-tsu

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

J:\ecfpdfs\Proof of Claim.pdf

Attachments to Document: ☒ No ☐ Yes

Figure 6d

- PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. (See Figure 7.)



Figure 7

- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the document just filed. Clicking on the document number here will allow you to view the filed document once without charge.
- Scroll down to see participants who have or have not registered for electronic noticing on this case.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- To continue claims processing, click again on **Bankruptcy, File Claims**. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

STEP 8 Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. (See Figure 8.)

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PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Figure 8

*****NOTE TO PUBLIC ACCESS USERS*****

You may view filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

STEP 9 CLAIMS REGISTER

- To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink. See the instructions for Claims Register.